

WorkAbility I (WAI)

State Advisory Committee Bylaws

2006-2007

The components of these Bylaws were based on Article XI, Section 67, Page 266 (Bylaws and Articles), Robert's Rule of Order, 75th Edition.

The WAI Bylaws remain open for review and revision based upon input brought to the WAI State Advisory Committee and shall be reviewed no less than bi-annually. Final approval of recommended Bylaw changes is to be made by the California Department of Education (CDE). Upon request to the WAI State Advisory Committee and the CDE Staff, special circumstances of any kind which might create an exception to the WAI Bylaws, will be considered.

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Preamble

Mission of WAI

WorkAbility I (hereafter referred to as WAI) shall promote the development of a Community of Practice that involves key stakeholders (students, families, WA staff, educators, youth-serving organizations, workforce development organizations, postsecondary education and training and business partners) in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning and quality life.

1. WAI culminates in preparing students with an IEP for successful transition to employment, continuing education and quality life with an emphasis on work-based learning opportunities for all students.
2. WAI achieves this mission primarily by providing career development and preparation experiences and work-based learning for WAI students. WAI programs are expected to:
 - a. Collaborate and leverage resources with local partners to provide a full array of student focused services with minimum administrative costs
 - b. Utilize WAI resources to supplement, not supplant vocational and educational services
 - c. Recognize of the value of WAI as part of a bigger educational system
 - d. Demonstrate accountability defined as student outcomes, program outcomes and fiscal outcomes
 - e. Actively participate in WAI field activities
 - f. Participate in ongoing capacity building through staff development, community involvement and mentoring for students, parents, WAI providers, staff, educators and partners
3. WAI values that support its mission are:
 - a. Student focused programming
 - b. Programmatic integrity
 - c. Research-based program design
 - d. Innovation and creativity
 - e. Local control within WAI parameters
 - f. Field driven governance and structure
4. WAI values the participation of key stakeholders at the local, regional, committee and state level through forums designed to enrich the policies and practices of WAI.
5. WAI values the state/regional structure that gives local voice to state functions. The structure promotes the sharing of ideas across programs and encourages staff to implement best practices by providing the following:
 - a. Venues for problem solving with local focus, mentoring on WAI regional and local site roles and responsibilities, developing skills and talents of site staff and key stake holders
 - b. Capacity-building opportunities through committee activities and in-service education/staff development at the state, regional and local levels
 - c. Mandatory Regional Business Meetings and Trainings (at least two, but not more than three annual meetings per program year) that allow opportunities for WAI

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State Staff to provide and receive detailed input regarding state and local issues and local staff needs

- d. Mandatory WAI Statewide Business Meetings and Trainings (at least one, but no more than two annual meetings per program year): The WAI State/Regional Training Committee shall recommend the structure and content of the meetings as well as the option of joint sponsors to the WAI State Advisory Committee for discussion and approval. Statewide trainings will be inclusive of all stakeholders.

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Article I: NAME

The WAI State Advisory Committee is hereby established by the California Department of Education (CDE) as mandated by *California Education Code* Section 56471 (b).

Article II: AUTHORITY

Established in 1981, WAI is funded and administered by the California Department of Education, Curriculum and Instruction Branch, Special Education Division (SED) as specified in the *California Education Code* Chapter 4.5, Career and Vocational Education Programs, Transition Services and program WAI, Article 3, Sections 56470 – 56474.

Article III: STATEMENT OF MISSION

Section A Vision

The vision of the CDE, SED is that all individuals with disabilities will successfully participate in preparation for the workplace and independent living. (CDE/SED Core Values Goal 5).

Section B Mission of WAI State Advisory Committee

The mission of the WAI State Advisory Committee is to support and represent individual WAI programs on a regional basis, provide input, and review and recommend policy to the CDE.

Section C Mission of WAI Sites

The mission of the WAI sites is to uphold *Education Code* 56470 while implementing *Education Code* 56471:

(d) WorkAbility project applications include, but are not limited to the following elements:

(1) recruitment, (2) assessment, (3) counseling, (4) pre-employment skills training (5) vocational training, (6) students wages for try-out employment, (7) placement in unsubsidized employment, (8) other assistance with transition to a quality adult life and (9) utilization of an interdisciplinary advisory committee to enhance project goals.

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Article IV: MEMBERS

Section A Committee Composition

As provided by *Education Code* Section 56471 (b), this committee shall include representatives from local WAI projects to ensure ongoing communication. The WAI State Advisory Committee shall be composed of the following voting members:

1. State WAI Advisory Board Chair, who will vote only in instances of tie votes
2. Nine (9) Regional Managers who represent and are elected by the current membership of their respective regions
3. Committee Chairs of the eight (8) following standing committees:
 - a. Business, Education and Labor Committee
 - b. Family Transition Network Committee
 - c. Governmental Relations Committee
 - d. Human Support Services Committee
 - e. Mentoring Committee
 - f. Wage, Labor and Safety Committee
 - g. Technology Education Committee
 - h. State and Regional Training Committee

All programs of the WAI State Advisory Committee members must be in good standing. All voting members must be active participants in the WAI program and official employees of the WAI grant recipient. Guests who represent related programs/organizations/agencies, students and families and business partners may attend the WAI State Advisory Committee meetings as needed to provide and/or receive pertinent information.

Article V: ROLES AND RESPONSIBILITIES OF THE VOTING MEMBERSHIP

Section A WAI Regional Managers

WAI Regional Managers will be elected by WAI sites in their region. Regional Managers for WAI shall be program directors and official employees of the grant recipient.

Section B Duties of Regional Managers

The WAI Regional Managers are responsible to:

1. Inform all WAI sites within the region of date, time and location of meetings; invite representatives of related programs, organizations and/or agencies as appropriate; conduct mandatory regional meetings and ensure that notes are taken.
2. Include the following in Regional Meeting Agendas: WAI State Advisory and Committee Reports, discussion of regional needs, concerns, training needs and information to be shared with the State WAI State Advisory Committee

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3. Maintain a management file regarding regional coordination and individual program information for the region
4. Share files and information with the incoming Regional Manager
5. Coordinate and attend regional training and all other regional activities
6. Coordinate assistance or provide direct mentorship for site staff that have a need, make a request and/or are on quality review status
7. Disseminate information from the WAI State Advisory Committee and other sources to all regional sites
8. Bring local WAI and related issues and concerns to the attention of the WAI State Advisory Committee
9. Provide leadership which promotes quality WAI services locally and statewide
10. Participate as a voting member of the WAI State Advisory Committee
11. Coordinate regional elections for regional manager, alternate regional manager and committee representatives based on the rotating schedule: odd year elections for regions 1, 3, 5, 7, 9 and even year elections for regions 2, 4, 6, 8

Section C WAI Alternate Regional Manager

An Alternate Regional Manager will be elected by the WAI sites in the region and is responsible to:

1. Provide assistance to the Regional Manager as needed
2. Serve in the absence of the Regional Manager in all capacities, including attending WAI State Advisory Committee Meetings, Regional Manager Training and regional meetings
3. Replace the Regional Manager in the event that the Regional Manager position becomes vacant

Section D Standing Committees Chairpersons

Standing committees shall be formed at the recommendation of WAI State Advisory Committee with the approval of CDE. The Standing Committee shall formulate a mission statement, goals, objectives and responsibilities for membership; determine if product development is appropriate; develop a proposed budget and recommend a chairperson and submit the nominee and the plan to the WAI State Advisory Committee for final confirmation. Standing Committee representatives shall be elected by WAI regional sites and shall serve their region on the committee by facilitating communication between their region and the committee. A Regional Manager may be a committee member, but may not be a Standing Committee Chair.

The Standing Committee membership shall elect a Chair Person who is responsible to:

1. Facilitate the election of an Alternate Chairperson from within committee membership
2. Facilitate regular meetings, ensure notes are taken and submitted to the CDE via the Advisory Chair
3. Take all action items to the WAI State Advisory Committee for approval
4. Attend the WAI State Advisory Committee as a voting member
5. Inform the WAI State Advisory Committee if meeting attendance is not meeting a quorum (after two regularly scheduled committee meetings, if a quorum-a simple

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majority of members-is not met, the committee existence will be brought to WAI State Advisory for possible resolution or dissolution)

Section E Elections for Regional Managers and Standing Committee Chairpersons

Voting shall be conducted by confidential ballot. Each local WAI program shall submit only one vote in each election. Elections shall be conducted on an odd-even program year rotating basis and are held in the spring with the term of service beginning July 1 of the next fiscal year.

Even numbered year elections shall be conducted in Regions 2, 4, 6, 8 and in the following committees: Business, Labor and Safety, Family Transition Network, Governmental Relations, and Human Support Services.

Odd numbered years shall be conducted in Regions 1, 3, 5, 7, 9 and in the following committees: Mentoring, Wage, Labor and Safety, Technology and State and Regional Training.

Section F Term of Service for Regional Managers and Standing Committee Chairpersons

A term of service shall be two (2) consecutive years. Service in any capacity shall be limited to one position per person at any point in time. Regional Managers shall not serve for more than three (3) consecutive terms. Individuals may serve four terms, three of which can be consecutive. Partial terms count as zero (0) with regard to counting terms for reelection eligibility.

Article VI: WAI STATE ADVISORY COMMITTEE CHAIRPERSON

Section A WAI State Advisory Committee Chair

The WAI State Advisory Committee Chair is elected by the current WAI State Advisory Committee from their membership.

Section B Responsibilities

The WAI State Advisory Committee Chairperson is responsible to:

1. Schedule meetings, and prepare, post and distribute agendas in accordance with Article VIII
2. Facilitate WAI State Advisory Meetings, ensure minutes are taken, and distribute minutes in advance of the next WAI State Advisory meeting
3. Support Ad-Hoc and Standing Committee purposes and functions
4. Represent the WAI State Advisory Committee in all official capacities
5. Select an Advisory Secretary to serve as an independent contractor with the approval of the WAI State Advisory Committee

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Section C Term of Office

The WAI State Advisory Committee Chairperson's term of service shall be two (2) consecutive years. The election shall be held at the last WAI State Advisory Committee meeting prior to July 1 in even numbered years. The Chairperson's term begins July 1 of even numbered years and is limited to two consecutive terms.

Section D WAI State Advisory Committee Chair Alternate

The WAI State Advisory Committee will elect a WAI Advisory Committee Chair Alternate. The Alternate will assist the WAI State Advisory Chair as needed, serve in the absence of the Advisory Chair in all capacities and replace the WAI State Advisory Chair in the event the Chair position becomes vacant.

Section E Executive Committee

An Executive Committee of four (4) members of the WAI State Advisory Committee Regional Managers may be selected at the request of the WAI State Advisory Committee Chair through a vote of the WAI State Advisory Committee to advise and support the Chair in fulfilling duties outlined in Article VI, section B. No recommendation made by the Executive Committee is final without a vote of approval by the WAI State Advisory Committee voting members.

Article VII: WAI ADVISORY / CDE COMMITTEE RESPONSIBILITIES

Section A CDE Staff Relationship WAI State Advisory Committee

The WorkAbility State Advisory Committee functions in the capacity of advisory to the CDE in the realm of secondary transition, specifically in the functions of the WAI project.

Section B Role of WAI State Advisory Committee regarding the development, implementation and needs of the WAI program

1. Participate in the Statewide planning process for WAI.
2. Provide recommendations for program improvement and expansion to the CDE designee on behalf of WAI.
3. Evaluate the effectiveness of local WAI programs using the guidelines agreed to with the Director of Special Education.
4. Implement staff development opportunities at the local, regional and state level to ensure growth and professional development among WAI key stakeholders (students, families, WA staff, educators, youth-serving organizations, workforce development organizations, postsecondary education / training, and business partners).
5. Advocate for public policy regarding WAI and transition issues to CDE.
6. Organize and implement the regional and committee structure of WAI.

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7. Organize ad-hoc committees to focus on specific issues or organizational needs, utilizing individual expertise for specific time-limited purposes, not to exceed one program year, with progress reports and recommendations submitted to WAI State Advisory Committee in a timely manner.
8. Provide feedback to the state regarding the program review status of WAI sites throughout the state.

Section C Report to CDE

The WAI State Advisory Committee Chair will report to the CDE Special Education Director in the form of meeting minutes, position papers, and/or one to one meetings as necessary. A roster of WAI State Advisory Committee members will be submitted to CDE for final approval.

Article VIII: MEETINGS

Section A Open Meetings

All regular and special meetings of the WAI State Advisory Committee shall be open to the public in accordance with provision of *Government Code* Section 1120 et. Seq. known as the Bagley-Keene Act. All meetings shall be held in accessible facilities and interpreters provided as requested.

Section B Quorum

A simple majority of the members of the WAI State Advisory Committee shall constitute a quorum.

Section C Public Input

An opportunity shall be provided for general public input to be received by the WAI committee at each meeting.

Section D Notice of Meetings

The public shall be notified of meetings at least 10 days in advance, pursuant to G.C. section 1120 et seq. A notice of the meeting with the agenda shall be sent to each committee member in advance of the meeting.

Section E Agenda

1. The WAI State Advisory Committee members shall submit requested agenda items for the next scheduled committee meeting to the WAI State Advisory Committee Chair in advance of the meeting.

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2. The WAI Advisory Committee Chair or his /her designee shall develop the agenda and submit it to CDE SED for distribution no later than 10 days prior to the scheduled meeting.

Section F Voting

1. Each Regional Manager and each Committee Chair has one vote, regardless of the region size on issues brought to a vote.
2. The WAI State Advisory Committee Chair will only vote in the case of a tie vote.
3. Alternate Regional Managers and Alternate Committee Chairs shall vote when they attend the meeting in lieu of the Regional Manager or Committee Chair.
4. WAI State Staff and Ad-Hoc Committee Chairpersons do not vote.

Article IX: Procedures

Section A Parliamentary Procedures

In matters of parliamentary procedures not covered by these by-laws, the provision of Robert's Rules of Orders (current edition) shall prevail.

Section B Amendments to the By-Laws

Amendments to the by-laws shall be made as follows: A written proposal shall be submitted to the WAI State Advisory Committee at a regularly constituted meeting. A vote on the proposal shall be taken at the next regular meeting. A two-thirds vote of the members is necessary for passage. In the event a portion of these by-laws is invalidated by a court or law, the remainder of the bylaws shall continue in force.

Section C WAI State Advisory Committee Standing Rules

1. The WAI State Advisory Committee will not act upon agenda items and/or materials received the day of the meeting.
2. All requests for the WAI State Advisory Committee or for individual committee members to represent the WAI program in statewide meetings, state and national conferences, and meetings with legislators and/or other decision-making bodies on behalf of the WAI State Advisory Committee, should be directed through the WAI State Advisory Committee Chair.
3. Only the WAI State Advisory Committee is authorized to name those members who will represent WAI. The Chair will authorize requests between WAI State Advisory Committee meetings if the time line does not permit Committee authorization.
4. Those WAI State Advisory Committee members who have represented WAI between meetings will report during the next WAI State Advisory Committee meeting to the entire committee and the reported information will appear as part of the minutes.

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5. All WAI publications and products developed for statewide and/or national dissemination shall be reviewed and approved by the WAI State Advisory Committee.
6. No individual speaks for the WAI State Advisory Committee except as authorized by the Committee, and then only regarding specific issues on which the Committee as a whole has taken a position.
7. Minutes of meetings will be maintained and are open to the public inspection after they have been approved by the WAI State Advisory Committee at their next regularly scheduled meeting.

Article X Public Input

Section A Audience Participation

No member of the audience shall present information or participate in WAI State Advisory Committee discussion without recognition by the WAI State Advisory Committee Chair.

Section B Audience Input

Public presentations or comments shall not exceed 3 minutes per person or 20 minutes per topic without the consent of the WAI State Advisory Committee